



**Communication Coordinator
Orientation Executive Staff Position Description**

Position Details:

Position Title	Communication Coordinator- Orientation Executive Staff (CC-OES)
Department	Waino Wahtera Center for Student Success
Position Type	Student Staff
Hours	5 - 10 hours per week (Spring Semester 2024) 20-40 hours per week (May - June 9, 2024) 40 hours per week (June 10- August 1, 2024) 40 – 60 hours per week (August 2024) 5-10 hours total (September 2024)
Pay Type	Hourly Rate or Internship Credit & Stipend
Hourly Rate	\$15.00 per hour/15.50 returning
Supervisors	Assistant Director of Orientation and Transition Programs and the Lead Orientation Executive Staff Member

Job Description Summary:

The Communication Coordinator- Orientation Executive Staff (CC-OES) is an integral part of the Waino Wahtera Center for Student Success. CC-OES is the lead in the design, production, and distribution of key electronic and printed documents in regard to Orientation at Michigan Tech. They will assist with the hiring of the Orientation Team Leaders. They will work closely with the other members of the OES team to train, and supervise 60-70 Orientation Team Leader (OTL) staff.

Essential Duties and Responsibilities:

The Communication Coordinator Orientation Executive Staff will share the following responsibilities:

- Plan and implement all aspects of Fall Orientation and associated outreach activities (see individual descriptions below for details).
- Review Orientation feedback results; identify areas of success and growth, and make recommendations for program improvements.
- Serve on the selection committee for Wahtera Center Student Employees, reviewing applications, and assisting in the planning and delivery of information sessions, group process, individual interviews, and offer letters.
- Serve as a leader, role model, and supervisor to the Orientation Team Leaders.
- Assist in planning and delivering OTL Spring Training and Summer Training Modules on Canvas.
- Assist the Assistant Director of Orientation and Transition Programs with the planning and implementation of mid-year orientation.
- Work with the Assistant Director of Orientation and Transition Programs to implement the new student check-in process.
- Answer the orientation@mtu.edu email account and provide office assistance as needed (answering phones, walk-in customer service, etc.)
- Perform other duties as assigned.

Required Experience (minimum requirements):

- A minimum of one year of experience as an Orientation Executive Staff or similar position is required.
- Must be enrolled as a full-time student for the duration of appointment (Spring and Fall 2024)
- Maintain a 2.75 minimum grade point average and be free (and remain free) of University disciplinary sanctions.
- Must have satisfactory academic progress towards their degree.

Required Knowledge, Skills, and/or Abilities (minimum requirements):

- Demonstrated understanding of the purpose of Orientation and the desire to support new students' transition to college.
- Positive attitude, strong motivation, high integrity, and ability to represent Michigan Tech professionally.
- Strong leadership, mentoring, role modeling, and the ability to hold peers accountable.
- Demonstrated ability to use good judgment when dealing with confidential, sensitive, or critical information.
- Ability to exercise good judgment, make informed decisions, and actively solve problems.
- Ability to manage multiple projects simultaneously without loss of quality or accuracy.
- Strong personal wellness, including the ability to effectively manage time and stress, prioritize, and meet deadlines.
- Strong organizational skills and the ability to work with accuracy and attention to detail.
- Excellent interpersonal and customer service skills.
- Ability to communicate and collaborate effectively across multiple and diverse constituencies (students, faculty, staff, etc.).
- Ability to seek, receive, and use feedback for the improvement of both oneself and orientation programs.
- Computer proficiency, including Google Applications (Docs, Sheets, Calendar, Forms, etc.) and Microsoft Office (Word, Excel, Access, etc.).
- Other duties as assigned by the Assistant Director of Orientation and Transition Programs or the Director of the Wahtera Center.

Work Environment and/or Physical Demands:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

- The position requires a valid driver's license for van certification.
- The position often involves moving supplies (check-in packets, tee shirts, supplies, etc.) and setting up (moving tables and chairs) for events.
- The position involves a considerable amount of walking/travel across campus.

Required University Training:

- Employee Safety Overview (online)
- Anti-harassment, Discrimination, and Retaliation Training (online)
- FERPA (Canvas)
- Safe Place (Center for Diversity and Inclusion)
- MHFA (strongly encouraged)
- SAA Student Employee Training
- Van certification
- Other as assigned

References:

2 professional letters of reference are required.

- At least one campus faculty or staff member.

Required Applicant Documents:

- Resume
- Cover Letter

Additional Position Description:

The Communications Coordinator will serve as the leader for the following responsibilities:

- Will work in collaboration with all OES and the Assistant Director of Orientation and Transition Programs to create the theme and branding for Fall Orientation.
- In coordination with UMC, develop and maintain a detailed project plan, including timelines as well as gather content and share concepts for printed pieces
- Review initial content and draft documents to ensure accuracy and provide updates and feedback as needed
- Maintain effective communication with UMC to provide updates, address concerns, and track progress to ensure that project deadlines are met
- Act as liaison between Orientation Team and UMC
- Conduct post-project meeting to identify issues for continuous improvement
- Lead in the development of theme and design concepts of key electronic and printed documents, including but not limited to:
 - Mailers and postcards to families of incoming students
 - Orientation schedule book
 - Slideshow for Rozsa events and University Welcome
 - Informational webcasts
 - Check-in and orientation signage
 - OTL t-shirts, swag, stickers, etc.
- The Communication Coordinator will work in conjunction with the Assistant Director of Orientation and the Coordinator for Transition and Success to ensure that the proper marketing materials are produced for the hiring of the OTL, ExSELL Peer Mentors, Success Peer Assistants, and Success Coaches for the WWCSS.
- Will collaborate with the Logistics Coordinator and UMC to create name tags, labels, and other materials related to team lists.
- Maintain a vibrant social media presence through Facebook and Instagram to highlight Orientation information and events.
- Coordinate and prepare all packet materials for new student check-in, including labels and name tags.
- In collaboration with the L-OES, they will coordinate video production, and photo opportunities throughout Spring, Summer, and OTL training and O-Week.
- Will collaborate with the Training Coordinator to produce the OTL Handbook.
- Establish a strong working relationship with several campus units, including University Marketing and Communications, Print Services, Information Technology Services, and the Dean of Students Office.

Contact us at (906) 487-3558 or success@mtu.edu with any questions.